

IOP Institute of Physics

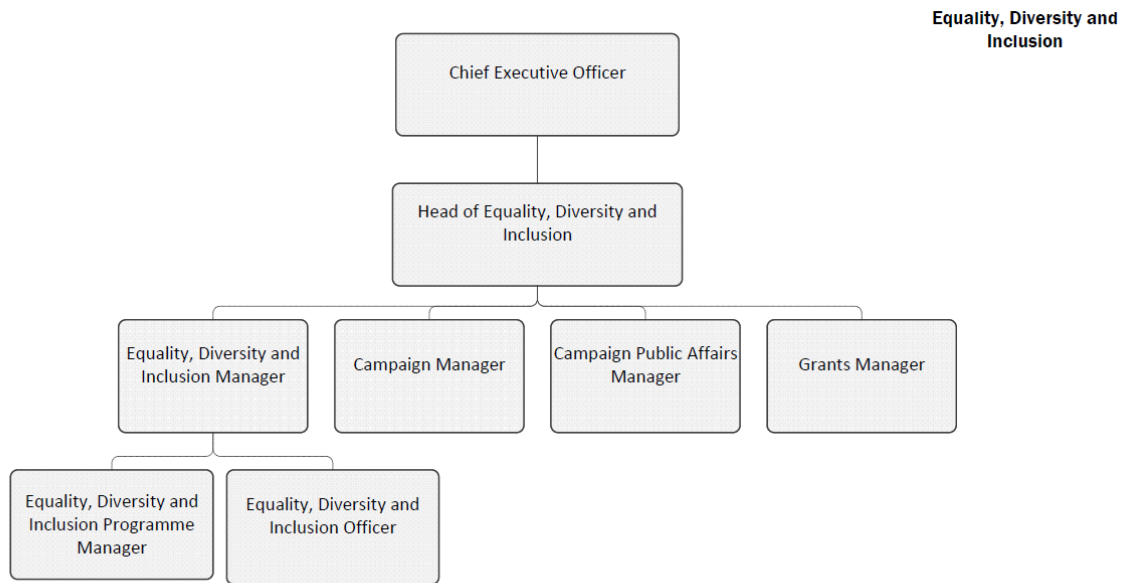
Job Description

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| Job title | Equality, Diversity and Inclusion Programme Manager | Grade | B |
| Department | Equality, Diversity and Inclusion | | |
| Responsible to | Equality, Diversity and Inclusion Manager | | |
| Revision Date | December 2024 | | |

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| Purpose of the job |
| To manage and deliver the IOP's Physics Inclusion Award, an equality, diversity and inclusion (EDI) benchmarking award across UK and Ireland universities, as well as support the delivery of the EDI strategic objectives through staff and member initiatives. To support our organisational values of being Inclusive, Objective, Open and Exemplary. |
| Context of the job |
| <p>This role is pivotal to the delivery of expert advice, development activity and engagement work to deliver the IOP's strategy.</p> <p>The role will enable the EDI team to promote good EDI practice across the membership, the physics community and the IOP, and help us deliver on our strategic commitments.</p> <p>The aim of the role is to manage, deliver, monitor and administer initiatives with an external focus, provide advice on EDI matters to staff across all levels of the organisation, the membership and other external stakeholders.</p> <p>This role will involve:</p> <ul style="list-style-type: none"> • Managing and delivering multiple distinct programmes • Representing the IOP externally, building and maintaining strong relationships with key stakeholders and partner organisations in physics and the wider STEM environment • Provide subject matter expertise and guidance for both internal and external stakeholders, at all levels, to strengthen EDI across IOP activities • Contribute to EDI team expertise and development of good practice and resources • Supporting the membership as part of our EDI related activities and providing secretariat support to the Inclusion and Diversity Committee • Keeping abreast of EDI issues relating to physics as well as in the wider context i.e. EDI in society |
| Key decision-making in the job |
| <ul style="list-style-type: none"> • Managing responses to requests for support on EDI matters from the membership and key stakeholders, dealing with a wide range of enquiries including those from senior leaders • Developing, analysing and interpreting data to understand underlying trends, and applying this information to help inform and develop the organisations activities |
| Accountability of the job |
| <ul style="list-style-type: none"> • The Equality, Diversity and Inclusion Programme Manager has no direct line reports • Can authorise expenditure within budget up to £1,000 • Budgetary management c£30,000 |

Organisational chart

The Institute of Physics is an open and inclusive organisation that welcomes and celebrates diversity.



Main responsibilities of the role

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| • | To provide specialist EDI advice to Physics Inclusion Award applicants in Universities and departments across the UK and Ireland and to assist the IOP in meeting its equality objectives |
| • | To manage, deliver and administer the IOP’s Physics Inclusion Award, particularly in the final stages of its development and lead on the transition and review period of Project Juno, the IOP’s Gender Equality scheme. |
| • | To develop and maintain external EDI relationships, including with those in other professional bodies and institutes and organisations related to physics, such as funding bodies |
| • | To deliver on existing commitments to member led groups and initiatives such as the LGBT+ Physical Sciences Network and support the development of future activities |
| • | To develop and provide data analysis, surveys, progress reports and good practice resources relating to equality, diversity and inclusion as required. |
| • | To provide secretariat support to our member-led Inclusion and Diversity committee. |
| • | To communicate equality, diversity and inclusion effectively, coherently and accessibly through a range of methods and to build and develop diversity resources and networks internally and externally. |
| • | To maintain an awareness of current activities, practices and legislation relating to EDI, including attending external meetings, events and conferences where appropriate. |

Person Specification

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| We are looking for someone who... |
| <ul style="list-style-type: none"> • Who can embody our organisational values: <ul style="list-style-type: none"> - Confronting barriers to inclusiveness and participation wherever we encounter them - Being objective, led by evidence - Being rewarding, open and engaging to partner with - Exemplifying the highest standards in all that we do • Can manage and measure work effectively, taking responsibility for tasks and decisions • Is solution-focussed and meets the expectations and requirements of internal and external partners • Has a good understanding of the EDI landscape in Science, Technology, Engineering and Maths (STEM) • Has a continuous improvement approach to programmes and existing resources • Is committed to their personal learning, taking responsibility to develop or change technical and personal skills and behaviours • The ability to travel (UK & Ireland) based on business needs |
| Experience this person should have is... |
| <p>Essential</p> <ul style="list-style-type: none"> • Expert knowledge of EDI, specifically in a STEM environment • Ability to influence others and manage stakeholder relationships • Demonstrable inclusive behaviours and attitude toward others • Experience of project / programme management and delivery • Experience of working with a range of colleagues and partners to deliver solutions, particularly at a senior level • Ability to communicate effectively to all levels of staff, whether written, in person or over platforms such as Teams • A strong commitment to the principles and practice of equality, diversity and inclusion <p>Desirable</p> <ul style="list-style-type: none"> • Experience of delivering EDI projects / programmes in physics • Technical report writing |
| Skills this person requires are... |
| <ul style="list-style-type: none"> • Team player – the ability to work co-operatively with others to achieve common goals • Negotiation skills – the capability to explore different positions and alternatives to reach desired outcomes • Proactive – to think ahead and act to ensure the smooth completion of team/individual aims and objectives • Communication and interpersonal skills – ability to listen and express information positively, clearly and effectively in written and oral form • Computer literate – good working knowledge of Microsoft Office • Managing and measuring work – Takes responsibility for tasks and decisions, ability to work with minimum supervision, prioritise and organise workload, and handle multiple tasks • Personal development – is committed to continuous learning, especially relating to EDI topics to maintain high level of knowledge |